



**City of Brentwood**  
**Planning and Codes Department**  
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**MAY 21, 2018 MAY 21, 2018 MAY 21, 2018 MAY 21, 2018**

## ◆ **Residential - Transitional Lot Site Plan Review Guideline** ◆

If a lot is Transitional (has slopes exceeding 15%), then a detailed site grading plan, designated "Transitional Lot Site Plan", is required. This plan shall be sealed by a Professional Engineer or Registered Landscape Architect, licensed to practice in the state of Tennessee. Three sets of plans shall be submitted with the building or grading permit application to the Brentwood Planning and Codes Department. Once comments from the Engineering Department are received and corrected, three (3) revised sets should be resubmitted directly to the Engineering Department (1750 General George Patton Drive). Each new submittal shall be sealed by the professional, signed and dated with the current date. Once approved, one set will remain on file with the Engineering Department and two sets will be sent to the Planning and Codes Department for permit approval.

Upon completion of the required Foundation Survey, verify that the main FFE (Finished Floor Elevation), the garage FFE, and the basement FFE (if applicable) are within 6" of the approved Transitional Lot Site Plan. If the elevations vary by more than 6", resubmit three (3) copies of a revised Transitional Lot Site Plan to adjust the plan accordingly. A Foundation Survey will not be approved before approval of the revised Transitional Lot Site Plan.

If during construction, changes are to be made to the approved plan, first, contact the Engineering Department and advise them of the extent and reasons for the change. If the changes are minimal and do not impact any Brentwood regulations, the plan may be changed by hand and initialed by the builder and City Engineer at the City Engineer's discretion. If the changes are significant, resubmit three (3) sets of the revised Transitional Lot Site Plan to the Engineering Department for review.

NOTE: Drawings should not be marked as "REVISED" or with changes noted as revisions during the initial approval process. Subsequent to initial city approval of the Transition Lot Site Plan, if modifications are required to the plan either as a result of the Foundation Survey or by changes proposed to be made during construction, the plans may then be marked as "REVISED", with proper revision annotations.

On the following pages you will find a **Transitional Lot Site Plan Checklist**. This checklist should be used a guide to help you complete a Site Plan meeting the requirements of the City of Brentwood Engineer. The list is only a guide and not meant in any way to supersede any current City of Brentwood codes or specifications, nor should it relieve the consultant from his or her responsibility in adhering to any other applicable state or federal regulations. For accurate design, the consultant should always reference pertinent and more exhaustive documents such as, but not limited to, the City of Brentwood Municipal Code and Subdivision Regulations, and the Tennessee Department of Environment and Conservation Erosion Control Handbook.

(continued next page)

## Residential - Transitional Lot Site Plan Review Guideline (continued)

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### Transitional Lot Site Plan Checklist

*The following items are to be included or addressed on the Site Plan. **Submit this list along with the plans.***

#### CHECK ALL THAT APPLY:

- ☐ Plans stamped and signed by a Tennessee registered Professional Engineer or Landscape Architect
- ☐ Name and phone number of Builder and the Owner (if other than the builder) shown on the plan
- ☐ Email address for design engineer or landscape architect shown on the plan or submitted with plan to the City Engineer
- ☐ Building footprint matches house plans
- ☐ Current Field Run Topography with 2' contours and actual elevations based on benchmark
- ☐ Limit to one page if possible, two pages if necessary
- ☐ Scale 1:20 standard, other engineering scales as necessary for unique sites. Use blow ups of smaller areas on a second page if necessary
- ☐ Vicinity Map with legible street names
- ☐ Subdivision, Lot number, and Zoning in title block and labeled in plan view (use address if no subdivision)
- ☐ Adjacent lot numbers and parcel data if available
- ☐ Label streets and show right-of-way width
- ☐ Include recorded plat book and page number in title block
- ☐ Dumpster location shown with accessible route by transport
- ☐ Standard Details per Brentwood and/or TDEC specifications:
  - ☐ Silt Fence or other appropriate EC BMP's, e.g., check dams (TDEC approved details)
  - ☐ Temp Construction Entrance (Use ASTM #1 Stone and Filter Fabric Underneath. Minimum 12'W x30'L for single lot is acceptable.)
  - ☐ Tree Protection (1.5 times larger than drip line)
  - ☐ Retaining wall (if applicable) stamped by a P.E.
  - ☐ Driveway ramp
  - ☐ Typical drainage swale
  - ☐ Underground drainage infrastructure
  - ☐ Others as necessary
- ☐ Property Lines with bearings distances (check against recorded plat and explain if differs)
- ☐ Building Setbacks, Easements, and all public utilities shown, labeled and dimensioned
- ☐ Proposed Contours labeled and distinguishable from existing contours (also labeled)
- ☐ Spot Elevations shown where necessary use; TW/BW designations for retaining walls
- ☐ Driveways:
  - ☐ Label driveway width (Max 20', Min 10' unless more than 500' long then 12')
  - ☐ Slope (20% max for hard surface and 10% for gravel, 5% max cross slope)
  - ☐ 6" rise in driveway from edge of pavement to R.O.W.
  - ☐ Grade break from drive entrance to driveway must be passable for typical car
  - ☐ 30' driveway apron in front of garage as measured from face of brick, or 24' if a 10'x12' dovetail is utilized for turnaround
- ☐ Retaining Walls:
  - ☐ Max height 10' inside the buildable area, 6' outside the buildable area. (Measured on exposed face)
  - ☐ Provide the retaining wall design, stamped by an engineer, for walls that are 4 feet or taller (per code sec. 78-14, The height shall be measured from the top of the wall to the finished elevation grade at the bottom.)
  - ☐ Show retaining wall design detail on plan
  - ☐ Note on plan that walls greater than 4' in height must be inspected by a licensed P.E.
  - ☐ Guard rails or fencing required for all walls with a grade change in excess of 30" for walls attached to house
  - ☐ Guard rails, fencing or planted hedging required for all walls with a grade change in excess of 30" for walls detached from house

## Residential - Transitional Lot Site Plan Review Guideline (continued)

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- ☐ Drainage (for sites requiring underground drainage systems, including culverts and bridges)
  - Drainage infrastructure should be designed by a professional engineer and per Article 6.10 of Subdivision Regulations
  - Hydrologic and hydraulic data should be shown on the plan (e.g., pipe/culvert length and section dimensions, acreage entering, design flow, flow capacity, slope, material, etc.)
  - Drive culverts and other pipe entrances/outlets require headwalls/endwalls and proper armament at discharge
- ☐ Dimension from property lines for all improvements, 5' Min. (Driveways, retaining walls, fences, HVAC, etc.)
- ☐ Grades in excess of 3:1 labeled and method of stabilization noted. Refer to note/detail in plan view.
- ☐ Areas/locations of Tree Protection shown in plan view
- ☐ Erosion Control shown on plan along with legend and/or annotations
- ☐ HVAC Pad shown
- ☐ All Sidewalks and Patios shown, labeled and dimensioned
- ☐ Sidewalks along the street and handicap ramps shown if applicable
- ☐ Lot line swales designed and shown via contours if possible or by lines with arrows for flatter lots (i.e., swales that fall on contours between those shown)
- ☐ Water meter location shown
- ☐ Sewer stub-out shown at R.O.W. (if grinder pump, pump location and service line alignment to main)
- ☐ All Site Calculations:
  - Building coverage calculations (Max 25%)
  - Green space coverage calculations (Min 40%)
  - Basement coverage calculations (50% of perimeter covered at least 50% of basement height). Coverage to be calculated as follows: Linear Feet of perimeter covered by at least half the basement height / Linear Feet of total perimeter of house, shown in %
- ☐ Site Elevations:
  - FFE
  - Garage
  - Basement (if applicable)
  - Minimum LFE (if applicable)
  - List tallest height of building from lowest adjacent grade (max. = 52')
- ☐ Permit Holder Signature Block signed and dated (See page 4. Available in WORD upon request)
- ☐ Open Space, buffers, etc. (if applicable) should be noted as to be protected during construction
- ☐ Notes:
  - Builder to call Brentwood Engineering Department for initial erosion control inspection (615-371-0080) prior to issuance of a permit
  - All retaining walls greater than 4' will be designed and inspected by a licensed professional engineer and certified in writing prior to issuance of a Certificate of Occupancy
  - A Temporary Certificate of Occupancy will not be given for grading and drainage related issues
  - All retaining walls with height in excess of 30" require safety rail or barrier as per Brentwood code
  - The maximum grade of any portion of a driveway shall not exceed 20% for paved surfaces and 10% for unpaved surfaces, with a maximum cross slope of 5%
  - All driveways with 15% or greater longitudinal slopes and/or 5% or greater cross-slopes shall be profiled and sectioned by a TN R.L.S. and approved by the City Engineer prior to issuance of a certificate of occupancy.
- ☐ Driveway As-Built Survey Guidelines:
  - Survey shall show spot elevations along both sides of the driveway at locations perpendicular to the travel path. Spacing between spot elevations along the travel path shall not exceed 12'. Distance between spot elevations along the travel path shall be shown as well as slope between spots shown as a percentage. Survey shall be to a standard scale and sealed by a Registered Land Surveyor or Licensed Professional Engineer licensed to practice in the State of Tennessee.

## Residential - Transitional Lot Site Plan Review Guideline (continued)

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**INCLUDE ON THE PLAN THE FOLLOWING:**

**SUBDIVISION:** \_\_\_\_\_ **LOT NUMBER:** \_\_\_\_\_

### PERMIT HOLDER ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT THE CITY ENGINEER MUST APPROVE ANY DEVIATIONS FROM THE APPROVED SITE PLAN. THE CHANGES SHALL BE SUBMITTED ON A REVISED SITE PLAN. VERBAL APPROVAL MAY NOT BE GIVEN.

I ACKNOWLEDGE THAT ALL GRADING AND DRAINAGE AS PER APPROVED SITE PLAN SHALL BE 100% COMPLETE UPON FINAL INSPECTION. CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL 100% COMPLETION IS ACHIEVED.

I, \_\_\_\_\_ HAVE READ AND REVIEWED THIS SITE PLAN.

(PRINT NAME OF PERMIT HOLDER)

\_\_\_\_\_  
(SIGNATURE OF PERMIT HOLDER)

\_\_\_\_\_, 20\_\_\_\_\_  
(DATE OF SIGNATURE)

**NOTE: SITE PLAN WILL NOT BE APPROVED WITHOUT ORIGINAL SIGNATURE AND DATE**

### OFFICE USE ONLY

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_